

REQUEST FOR STUDENT RECORD INFORMATION

(In accordance with the Education Act & Ontario Regulations)

A: APPLICANT INFORMATION

Last Name (Surname)	First Name (Given)	Middle Name	Date of Birth (m/d/y)
Last Name used while in school or Maiden Name		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last Secondary School Attended (or Elementary)		Last Grade attended	Year of Graduation or Retirement
Current Home Address	City	Province	Postal Code
			Telephone No. Home () Business ()
			E-mail:
Number of Transcripts Required: _____ Fee: _____ \$10.00 per transcript (fee to be remitted before release of information)			

B: DISTRIBUTION INFORMATION (To be completed by applicant & office personnel)

PLEASE ALLOW 5 TO 7 BUSINESS DAYS FOR PROCESSING OF STUDENT RECORD INFORMATION	
<input type="checkbox"/> Pick Up <input type="checkbox"/> By Applicant <input type="checkbox"/> By Other I authorize release of the above requested documents to _____ (Print full name & relationship) _____ (Signature of individual picking up document)	<input type="checkbox"/> Mail (Sent to home address above) Government ID is required by both the applicant & the person picking up the documents <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport

C: FORM OF PAYMENT (To be completed by office personnel) No personal cheques will be accepted

This form should be returned with payment payable to the Lambton Kent District School Board or Last Secondary School Attended		
<input type="checkbox"/> Cash <input type="checkbox"/> Certified Cheque/Money Order		
_____ Signature of Office Staff	_____ Fee Rendered	_____ Date

D: AUTHORIZATION (To be completed by applicant)

Signature of applicant: _____ (authorizing access to Ontario Student Record)	_____ Date
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Personal information in this form is collected under the authority of the Education Act, R.S.O. 1990. The Ontario Student Record Guideline, 2000 will be used to locate and create the Ontario Student Transcript.

Revised June 2011

For Office Use Only (Check all areas searched)

- Trillium
 Maplewood
 Laserfiche
 Microfiche
 Microfilm
 OSR
 School